



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PROGRAM COORDINATOR

Class No. 002437

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■ CLASSIFICATION PURPOSE

Under general direction, to provide administrative, analytical and management support for programs and projects where substantive administrative, policy and/or technical issues require specialized analysis, recommendation, and implementation; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Program Coordinator is a management level classification. Incumbents assist in the coordination, implementation, and management of a specific program or programs, and report directly to an unclassified manager. This class is distinguished from the Administrative Analyst class series in that these classes are involved with more specialized programs. Incumbents are typically responsible for the overall administrative planning, implementation, and coordination of various projects.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

The following functions apply to all options:

1. Develops, administers, coordinates, and manages a program or programs.
2. Prepares program specifications and cost projections.
3. Identifies/pursues revenue and funding sources.
4. Conducts audits and research to prepare feasibility studies, proposals, and reports.
5. Administers and monitors the work performed by consultants and representatives of service contractor agencies.
6. Reviews, tracks and evaluates technical research, legislation, laws, ordinances, development of guidelines, rules and policies relating to programs.
7. Assists in establishing and implementing departmental goals, objectives, and strategic plans.
8. Establishes controls and procedural guides to document, monitor, and evaluate the status of projects or program activities in progress.
9. Assists in the development and preparation of the division budget and policies.
10. Prepares project presentations and summaries for elected officials, County executives, public groups, and the general public.
11. Coordinates environmental reports, permits and engineering studies.
12. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
13. Reviews, analyzes, evaluates, and drafts grant/legislative proposals and reports.
14. Attends hearings and serves on interagency committees and works with citizen groups and environmental agencies.
15. Provides expertise in research and planning studies concerning environmental programs.

16. Explains programs and technical information to business representatives and citizen groups.
17. May supervise subordinate personnel.

#### Landfill Option

In addition to the common essential functions:

1. Identifies, develops, and implements revenue generation and cost savings programs for closed landfills and buffer properties.
2. Tracks 30-year strategic spending plan for landfills.
3. Researches new technologies for reuse of closed landfills/burnsite properties and treatment of landfill and burnash wastes.
4. Tracks consultant contracts.

#### Recycling Option

In addition to the common essential functions:

1. Plans and enforces the County's Solid Waste (AB 939) and Non-Exclusive Solid Waste Management Agreements with various sold waste haulers.
2. Develops and implements programs to promote waste reduction, recycling, and reuse of waste material.
3. Assists with the operation of recycling centers.
4. Designs and administers a composting program for vegetative debris.
5. Determines materials to be separated at landfills.
6. Analyzes the economics of recycling and develops recommendations of financial incentives to encourage greater recycling.
7. Coordinates with County departments, municipalities, governmental agencies, industry trade associations, and businesses to expand, promote, and improve the Recycling Program and carry out the provisions of the County Recycling Ordinance.
8. Evaluates and implements new technologies of waste reduction, disposal, and recycling.
9. Identifies existing and potential markets and revenues for recyclable materials and develops appropriate marketing strategies.
10. Supervises, trains, reviews, and evaluates the work of subordinate staff.
11. Coordinates community sponsored recycling programs.

#### Utilities Option

In addition to the common essential functions:

1. Coordinates the placement, removal and relocation of electric, water, gas, telephone, cable television and other utility construction with Public Works staff and appropriate agencies to avoid conflicts with County construction projects.
2. Negotiates with utility companies to establish needs for minimum right-of-way acquisition and coordinates the disposal of excess property beyond right-of-way requirements.
3. Monitors projects to ensure that facilities are installed, removed or relocated in accordance with utility company agreements.
4. Plans, programs and schedules construction, field operations, and other projects with special districts and public utilities to minimize trenching and underground construction.
5. Evaluates utility company construction requirements and develops plans to minimize the financial impact of utilities on projects.
6. Analyzes and interprets engineering plans, drawings, specifications and estimates.
7. Inspects utility relocation work for conformity with construction, safety and design standards.
8. Determines the need for utility services to property owners adjacent to construction projects.

9. Coordinates the installation of required utilities on their property in a manner that minimizes impact to the project.
10. Acts as the regular liaison to the Utility Coordination Committee.

#### Environmental Health Option

In addition to the common essential functions:

1. Coordinates, tracks, and manages performance measures and re-engineering/process improvement projects.
2. Assists in the development, coordination and management of Information Technology (IT) projects.
3. Coordinates activities with other County departments; State, local, and Federal agencies; industry groups; and academia.
4. Assists in managing and directing the work of all staff.
5. Performs fiscal analysis, prepares related reports and makes fee adjustment recommendations.
6. May serve as Acting Chief in the absence of the Chief.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

The following knowledge areas apply to all options:

- Planning techniques as applied to programs and projects.
- Project tracking techniques.
- Operations, functions, and organization of a large public agency.
- Federal, state and local governmental organizations, operations and planning programs related to the program.
- Federal, State, and local laws, regulations, statutes, and codes pertaining to the program.
- Governmental legislation process.
- Purchasing/contract/grant administration principles.
- Report preparation and presentation techniques.
- Data collection, analysis and display methods.
- Budget and fiscal management principals, practices, and methods.
- Science and technology involved in implementing specialized programs.
- Program goal setting, staffing, performance and fiscal standards, controls, record keeping and evaluation techniques.
- Principles of public administration and management as applied to a large multi-functional agency.
- County customer service objectives and strategies.
- Principles, practices, and methods of supervision and training.
- The General Management System in principle and in practice.
- Use of personal computers, current software (i.e., Windows, Excel, PowerPoint, etc.), and information systems.

##### Landfill Management Option (in addition to the knowledge areas for all options)

- Materials, equipment, and methods used in maintenance of closed landfills and burnsites.

##### Recycling Option (in addition to the knowledge areas for all options)

- Materials, equipment, and methods used in recycling operations.
- The economy and market of recycled materials.
- Cost/benefit analysis.
- Safety precautions pertaining to recycling work.

##### Utilities Option (in addition to the knowledge areas for all options)

- Engineering theory and practices.
- Utility company construction and accounting practices and organizational structure.

##### Environmental Health Option (in addition to the knowledge areas for all options)

- Federal, State, and local codes and regulations pertaining to the activities performed in Food and Housing, Hazardous Materials, and/or Land and Water Quality Divisions.
- Principles, science, and technology involved in the implementation of Food and Housing, Hazardous Materials, and/or Land and Water Quality programs.

#### Skills and Abilities to:

The following skills and abilities apply to all options:

- Plan, organize, coordinate, control, and evaluate programs, projects and studies concurrently.
- Coordinate project activities with department management, elected officials, and representatives of other agencies and departments.
- Communicate effectively in written correspondence, public presentations, and group discussions.
- Direct the work of consultants for effective and timely results.
- Develop, administer, and evaluate contracts, programs, and operational plans.
- Analyze, summarize, and resolve complex problems and logically identify solutions.
- Apply analytical techniques to identify, evaluate, recommend, coordinate and/or implement activities.
- Resolve disputes and function effectively in complex and sensitive situations.
- Understand and work within the limits of established policy and authority.
- Interact with County management, elected officials and representatives of other governmental and private agencies, institutions, and academia.
- Supervise, evaluate and plan the work of subordinate personnel.
- Establish and maintain effective working relationships with public agencies, government officials, contractors, County employees, the news media, private enterprises, and the general public.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information, analyze and project consequences of decisions and/or recommendations

#### Landfill Management Option (in addition to skills and abilities for all options)

- Coordinate revenue projects for multiple landfill/burnsite properties concurrently.
- Identify innovative approaches to complex problems related to maintenance of landfills and burnsites.

#### Recycling Option (in addition to skills and abilities for all options)

- Analyze markets and make sound decisions concerning the disposition of materials.
- Plan, coordinate, and implement programs using various sources of volunteer labor.

#### Utilities Option (in addition to the skills and abilities for all options)

- Use sound engineering judgment to provide information and guidance to engineers and utility company representatives.
- Enforce site specifications and make recommendations for the public health and safety.

### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: a Bachelor's degree from an accredited college or university in business administration, public administration, environmental studies, civil engineering, accounting, information systems, or closely related field; AND, four (4) years of professional experience performing analysis, budget management, program administration, engineering, or closely related work in a program performing planning and analysis. One (1) year of such experience must have been at the supervisory/management level.

#### Landfill Management Option

Bachelor's degree as described above, AND four (4) years of professional experience performing analysis, budget management, program administration, engineering, or closely related work in a program performing planning and analysis. Two (2) years of such experience must have included working with landfill maintenance or related environmental field. One (1) year of such experience must have been at the supervisory/management level.

#### Recycling Option

Bachelor's degree as described above; AND, four (4) years of professional experience in the development, implementation and administration of recycling or resource recovery programs. This experience must have included responsibility for program planning and evaluation, contract administration, interagency coordination, public contact, and supervision. One (1) year of such experience must have been at the supervisory/management level..

#### Utilities Option

Bachelor's degree in civil engineering or a related field; AND, four (4) years of progressively responsible professional civil engineering or related experience. At least two (2) years of experience must have included working with utility companies to coordinate installations, removals, and relocation aspects of construction projects. One (1) year of such experience must have been at the supervisory/management level.

#### Environmental Health Option:

A bachelor's degree from an accredited college or university with at least 30 semester units of basic biological, physical, or environmental science courses which must have included one or more laboratory courses in chemistry, physics, microbiology, biology, and one or more mathematics courses in college algebra or higher math; AND, at least four (4) years of experience as an environmental health professional managing and supervising complex projects/programs in a recognized public environmental health agency or private environmental health organization/company in the hazardous materials; food safety, recreational health; or land and water quality fields. One (1) year of such experience must have been at the supervisory/management level.

Note: Additional years of experience as described above may substitute for the education requirement on a year-for-year basis; OR, completion of appropriate course work from an accredited college or university may substitute for the experience requirement on a year-for-year basis.

#### ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

#### Environmental Health Option

Positions in the Department of Environmental Health may require the ability to lift objects in excess of 25 pounds and possess the physical fitness required to wear a respirator.

#### ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

##### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

##### Environmental Health Option

Positions in the Hazardous Materials Division of the Department of Environmental Health require California certification as an Underground Storage Tank (UST) Inspector or obtain such certification within 180 days of hire.

Positions in the Food and Housing Division of the Department of Environmental Health require current, valid certification as a Registered Environmental Health Specialist (REHS) in the State of California.

Current certification as a Registered Environmental Health Specialist (REHS) in the State of California is highly desirable for positions in the Hazardous Materials and Land and Water Quality Divisions.

##### Working Conditions

The primary work environment is an office setting although work may occasionally take place outdoors in the field. Work involves exposure to computer screens and may involve exposure to varying weather conditions, dust, dirt, and heavy machinery or equipment.

##### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

##### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: January 31, 2001**

**Retitled: October 31, 2003**

**Revised: April 6, 2004 and December 6, 2003**

**Revised: June 15, 2004**

**Revised: August 18, 2006**